

**Iowa Solid Waste  
Environmental Management System  
Annual Report**

**Note: Please complete this report in your own document format (Word or PDF). It must contain all the information requested below in the order requested. Please label all Sections and Attachments.** You may, but are not required to, use Intelix software outputs in the development of the annual report. Much of the information requested has been uploaded as EMS Pilot Project homework. If you have questions about the report contact Leslie Goldsmith, 515-281-8499, leslie.goldsmith@dnr.iowa.gov.

**Planning Area or Landfill Service Area Information:**

Name of Planning Area or Solid Waste Facility Service Area: **Cass County Environmental Control Agency**

Mailing Address: **65928 Jackson Road**

Physical Address: **65928 Jackson Road**

City: **Atlantic** State: **IA** Zip: **50022**

Name of person filling out report: **Wendy S. Wittrock**

Phone: **712-243-1991**

Email Address: **casscolf@dishmail.net**

Note: Section A – Please treat this section as an Executive Summary that could be referenced to provide a report on your progress to the legislature or other interested groups. You will use Section F (later in this form) to provide more specific documentation.

**A. Summary of Progress against Specific Local Goals**

1. For each of the six plan components (yard waste management, hazardous household waste collection, water quality improvement, greenhouse gas reduction, recycling services, environmental education), provide a list of specific local goals, show metrics of progress made towards those goals. Provide information on why goal was met or not met. **(Attachment A1)**

**B. Environmental Policy Statement**

1. Include a copy of your organization's **Environmental Policy Statement** or note when it was most recently submitted. **(Attachment B1)**
2. Environmental Policy Statement was most recently:
  - I. Reviewed - Date: **February 2, 2010**
  - II. Revised - Date:
    - a. If revised please provide a brief summary of major changes:

3. Provide your **Communications Procedure(s)** or other documents, describing how the Environmental Policy Statement has been communicated with staff, management and/or the planning area/waste management service area in the previous year. **(Attachment B3)**

Or

Provide a short description below of how the Environmental Policy Statement and any changes to that statement have been communicated with staff, management and/or the planning area/waste management service area in the previous year.

### C. Environmental Impacts (called Environmental Aspects and Impacts on Intellex)

1. Attach a copy of a list of significant **Environmental Impacts** this list may include **Aspects** whether adverse or beneficial, from your organization's activities, services and facilities in the past year. **(Attachment C1)**

You may also include information on scoring or weighting such as an **Environmental Aspects, Impacts and Significance Criteria Procedure** as part of that attachment. **(Attachment C1A)**

Or

Provide a brief summary below of **significant** environmental impacts whether adverse or beneficial, from your organization's activities, services and facilities in the past year.

2. Are there large facility, service or programmatic changes pending (opening a compost site or landfill closure for example) that are likely to change the identified impacts in the coming year, beyond the usual annual fluctuations?

Yes                      **No**

If yes, give a brief summary.

### D. Legal and Other Requirements (compliance requirements)

The EMS Program expects regulatory compliance will all applicable laws and regulations (not just those administered by DNR Land Quality) but an agency out of compliance will not be dropped from the EMS program or denied continuation as an EMS so long as they demonstrate ongoing and diligent efforts to resolve areas of non-compliance.

1. Provide your organization's list of **Legal and Other Requirements**. **(Attachment D1)**

2. Provide a brief summary of your organization's compliance performance for the previous year. List any violations received and describe progress in resolving these or outstanding violations from previous years.

**April 2010 – Notice of Violation Leachate Head Measurements – It was brought to our attention that regular monthly measurements of leachate head levels and elevations at all piezometers was not being**

conducted in 2009. This was resolved and measurements are being done on a scheduled monthly program by staff.

3. Provide your organization's most current procedure for tracking changes in legal/regulatory requirements (this may be called **Legal and Other Requirements Procedure** or something similar). (**Attachment D3**)

Or

Describe your organization's process for tracking changes in regulatory requirements.

4. Has the process for tracking legal and other requirement changes changed in the previous year?

Yes

No

And if so, how? Please give a brief description:

#### **E. Documented and Measurable Effort in the Six Components.**

For each of the six plan components (yard waste management, hazardous household waste collection, water quality improvement, greenhouse gas reduction, recycling services, and environmental education) provide *spreadsheets, tables, and/or narratives* that address the seven required elements of HF 2570's EMS (listed below) and your organization's efforts in the previous year.

Provide a document or series of documents detailing information below.

**(Attachment E1 – 1 & 2)**

1. Objectives and Targets

2. Action Plan

3. Key Resources and Additional Needs (roles and responsibilities)

**(Attachment E1-3)**

Or

Detail below the required elements of HF 2570's EMS and your organization's efforts regarding Objectives and Targets, a Plan of Action and identify Key Resources needed in the previous year. Each of the six plan components (yard waste management, hazardous household waste collection, water quality improvement, greenhouse gas reduction, recycling services, and environmental education) should be noted.

4. Provide documentation on your organization's Communication, Training, & Awareness procedures. (**Attachment E4**)

Or

Detail below how you carry out those activities.

## F. Summary of Progress against Specific Local Goals

For each of the six plan components (yard waste management, hazardous household waste collection, water quality improvement, greenhouse gas reduction, recycling services, environmental education), provide a *spreadsheet, table, and/or narrative* that addresses the following required elements of HF 2570's EMS and your organization's efforts in the previous year.

### 5. Monitoring and Measurement –

Provide a procedure or description of how your organization will monitor environmental performance. **(Attachment F5).**

Or

Describe your system for monitoring environmental performance.

6. Assessment –For each goal, assess whether you reached it or the level of progress that was made. Why or why not? What were the contributing internal and external factors to your performance? If you have a document that answers these questions you may provide it as an attachment. **(Attachment F6)**

7. Re-evaluation and modification - Will you keep this goal for the next year? If yes, provide a discussion of any needed updates or modifications. If no, provide a discussion about the next step in the continuous improvement process for that goal. If you have a document that answers these questions, such as the **Management Review** or similar document, provide as attachment. **(Attachment F7)**

## G. Audit

**Please attach a copy of the result of your internal audit. ( Attachment F8)**

Date of last internal audit: **September 10, 2010**

Name of Internal Auditor(s): **Laura Fiffick and Russell Joyce**

Date of most recent EMS External Audit or date that Audit is scheduled: **January 11, 2011.**



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## **Summary of 2010 Cass County Environmental Control Agency Objectives and Targets**

The Cass County Environmental Control Agency established goals in all six plan component areas for 2010 as established by the Environmental Management System.

**YARD WASTE MANAGEMENT** – Yard waste is handled by member cities in our planning area and has been banned from the Cass County Landfill since 1990. External projects were developed to accomplish objectives in this area. A residential composting education campaign established by our planning area attempted to educate as many residents as possible about composting to make them aware of the alternative to disposal of certain waste. We provided a brochure from ISU Extension with basic facts related to composting. Cass County purchased a portable Vermeer BC1500 brush chipper to provide the cities in Cass County as well as the County and County Conservation an alternative to burning yard waste at their sites.

**Progress update** – A few communities have used the chipper as well as the Cass County Secondary Road Department in projects that resulted in no burning of yardwaste. The timing of the availability of the Chipper (due to grant timelines) and the required training that accompanied it restricted some communities from scheduling it during this season. It is our hope that all communities will use the chipper in the next year. We foresee that the expanded use of the wood chipper will not only positively affect the air quality issues in Cass County but supply the residents with the mulch material necessary to make their composting effective.

**HAZARDOUS HOUSEHOLD WASTE COLLECTION** – Cass County's goal in this component area was to have the full time staff all educated in Household Hazardous Waste. We sent the 2 full time staff members to school to obtain their 24 hour HAZWOPER certification and allow us to have a full staff with HHW knowledge to better serve our customers. Now all staff is trained in the HHW and can monitor disposal of HHW materials in all aspects of our operation. This knowledge also allows us to provide mobile HHW collection events.

**Progress update** - Cass County's goal was to conduct 3 mobile HHW events by October 2010 with this manpower during this season. We conducted 3 mobile events during this year and collected 2494.5 lbs of HHW material during these events. The future will allow us to provide more HHW mobile events because of staffing and assist our satellite HHW centers more fully.

**WATER QUALITY IMPROVEMENT** – Water Quality is a daily objective in the landfill industry. Therefore, we looked to go external with a project in this category for this year. Our water quality project for EMS was accomplished by partnering with Project AWARE on their river cleanup project that went through Cass County on the Nishnabotna River.

**Progress update** – Cass County provided labor and equipment (rolloff boxes) to transfer the materials to our facility for disposal or recycling. Members of our staff were on site during the project and assisted Project AWARE officials with removing waste from the streams in our County. A total of 1760 lbs of waste, 3960 lbs of recyclables and 16 lbs of HHW were taken from the Nishnabotna in Cass County during this project. Our future projects will be geared toward illegal dumping measures in hope of reducing debris in our County's streams and rivers as well as countryside.

**GREENHOUSE GAS REDUCTION** – Cass County Landfill is a small facility and does not emit methane gas. Therefore our goal for GHG during this year was to determine Mandatory Greenhouse Gas Reporting Rule compliance. Our GHG goal was accomplished by contracting with an engineering firm to establish our compliance with GHG reporting as mandated by law.

**Progress update** – We contracted with Barker Lemar Engineering Services to evaluate and document the landfill's applicability or non-applicability under the GHG Mandatory Greenhouse Gas reporting rule. The calculations indicated that the facility does not exceed the 25000 MT of Co2e annual generation for the 2010 reporting year and the landfill will not be required to report under this rule based on the current disposal rate. Our future in GHG will be working with the new GHG inventory tool that is being provided through the EMS to establish baseline numbers for future projects and our facility.

**RECYCLING SERVICES** – Recycling is a daily objective in our planning area and has been since the inception of our program in 1992. As part of our EMS project, Cass County purchased 4 new recycling boxes to provide recycling programs to multi residential facilities in our planning area in the hope of promoting more recycling within their operations.

**Progress update**– We are establishing a baseline this year with documentation and hope to accomplish a 5% increase in recycling yearly from these operations.

**ENVIRONMENTAL EDUCATION** - The development and population of a new Cass County Landfill website to promote environmental education in our planning area along with our regular educational programs was Cass County EMS goal for this year.

**Progress update**– This website allows us to follow the use of the website through analytics so that we can evaluate areas of interest to our public. Year end numbers indicate 520 people have accessed our website for information.

## Cass County Environmental Control Agency

65928 Jackson Road  
Atlantic Iowa 50022  
Phone 712-243-1991  
Fax 712-243-6671

### Environmental Policy Statement

The Cass County Environmental Control Agency will reduce the impact of solid waste on the environment by controlling and preventing the contamination and pollution of land, water and air. The Cass County Environmental Control Agency will lead by example. The Agency will provide leadership and assistance to members of the planning area in responsible waste management through the implementation of sustainable programs in the areas of reducing, reusing, recycling and renewing.

Our objectives are:

#### **Continuous Improvement**

We will routinely review our operations and environmental programs to identify potential impacts, best management practices and opportunities for improvement. We will maintain a training program which will provide employees and partners with the tools, skills and knowledge needed to implement and enforce environmental protection policies and practices.

#### **Regulatory Compliance**

We will work closely with regulatory agencies and trade associations in the development of sound environmental protection policies, procedures and legislation. At a minimum, we will comply with all rules and regulations applicable to our agency.

#### **Audit & Corrective Action**

We will conduct environmental audits of our operations and facilities and respond to any deficiencies we reveal. We will take corrective action for all deficiencies.

#### **Monitoring & Review**

Our environmental board will regularly monitor the environmental management system to ensure adherence to the principles of this policy across the planning area. Environmental goals and objectives will be established, reviewed and approved during review.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Ray Zellmer, Chairman*

*Cass County Environmental Control Agency Board*

## Communication of Environmental Information (Internal and External) Cass County Environmental Control Agency Environmental Management System (EMS)

Document Number:	Reviewed By:	EMS Core Team
Issue Date/Effective Date:	Approved By:	Wendy S. Wittrock
Revision Number:	Signature:	

### **1.0 Purpose and Scope**

The purpose of this procedure is to ensure effective and timely communication of EMS and environmentally-related information within the Agency, and to ensure proper handling of relevant communications from external interested parties (e.g. community personnel, media, environmental groups). This procedure provides instructions, and assigns responsibilities for the establishment, review, authorization, issue, and distribution of EMS information to include procedures, policies, records and other EMS documents.

### **2.0 Definitions**

**External Communication:** Any exchange of information with **interested parties** not part of the Agency or its direct command.

**Interested Party:** Any person or group concerned with or affected by the environmental performance of the Agency.

**Internal Communication:** All exchange of information, to include verbal communication (staff meetings, brown bag lunches, training, etc.) e-mail, intranet, memoranda, newsletters, posters, and bulletin boards, with Agency personnel and organizations, to include organizations and personnel within the Agency.

### **3.0 Procedure**

**3.1 Internal Communication:** Internal communications are a routine part of conducting the normal operations of **The Cass County Environmental Control Agency**, and is crucial for an effective environmental management system. A variety of processes are used for internal communication on environmentally related matters. The effectiveness of these communication processes are evaluated on an ongoing basis through environmental training programs, inspections and informal discussions. Major topics of internal communication include, but are not limited to:

- Environmental policy, objectives, and targets;
- Environmental roles and responsibilities;
- Environmental regulatory requirements;
- Environmental performance compared to objectives and targets;
- Environmental policies and procedures; and,
- Hazards and emergency response procedures.

The Environmental Management Representative is responsible for communicating the Agency's environmental policy. The proponent for all other internal environmental communications is the environmental management representative as well. All employees are encouraged to provide feedback through their appropriate chain of command on issues that could impact the environmental performance of the installation.

Internal communication methods may include:

- Policy and information memoranda;
- Meeting minutes;
- Bulletin-board postings;
- Newspaper articles;
- Posters;
- Newsletters;
- Suggestion boxes;
- Web site;
- E-mail;
- Town hall meetings;
- Training sessions;
- Staff meetings; and
- Any verbal communications.

**3.2 External Communication:** The Environmental Management Representative is responsible for coordinating responses for environmental information to or from external interested parties.

**Non regulatory – Regarding inputs from external interested parties, The Cass County Environmental Control Agency has instituted the following process:**

- All written, non-regulatory external input concerning environmental performance is received by, or routed to the EMR. The EMR will formulate a proper response.
- Staff will document all telephone conversations with external interested parties that pertain to the environmental management system. All complaints that are related to the scope of the EMS will be forwarded to the EMR.
- The EMR shall ensure that all responses to inquiries are conducted in a timely manner.
- The EMR will consider all external communications when establishing and reviewing environmental objectives and targets for the EMS, and will initiate any necessary changes to the EMS.

**Regulatory –The following process has been established for responding to regulatory requests:**

- All regulatory requests concerning environmental performance are received or routed to the Operations Manager (EMR).
- The EMR may obtain input or task the appropriate Consultant to prepare a response to the regulatory agency.
- The EMR approves the response and either signs it or routes it for appropriate signature to the Environmental Board.

**4.0 Records** Records generated from the execution of this procedure include:

- Record of policy distribution to employees;
- Records of EMS Awareness Training program development and execution;
- Copies of internal e-mails, postings, memorandums or management bulletins that cover EMS topics;
- Record of requests for the Environmental Policy from the public;
- Records of submissions to regulatory authorities;
- Records of environmental reports to the public;
- Records of any external communication regarding significant environmental aspects;
- External communications received that are within the scope of the EMS;

- Copies of responses to external communications;
- Copies of communications to suppliers and contractors; and
- Communications from suppliers and contractors relating to these environmental matters.

# Activities and Impacts

## Significant Environmental Impacts 2010

Normal/Abnormal  
Operations

Aspect

Activity

Environmental Ed	Provide HHW programs	Waste Generation and disposal	Normal
HHW	HHW	Provide the HHW service	Normal

(scoring used based on Scott County template)

Impact Positive/ Negative	Scoring Regulated	Scoring Impact to Natural Resources	Scoring Impact to Human Health	Scoring Frequency	Scoring Outreach	Scoring HF2570	Total
EMS Impact Positive / Negative							
Reduction in landfill space / toxicity P	5	5	5	5	5	5	30
Reduction in landfill space/toxicity P	5	5	5	5	5	5	30

Attachment C1



Cass County Environmental Control Agency  
 Cass County Landfill & Recycling Center - 65928 Jackson Road, Atlantic, Iowa 50022

## Activities and Impacts

Component	Activity	Aspect	Normal/Abnormal Operations
Environmental Ed	Provide HHW programs	Waste Generation and disposal	Normal
Environmental Ed	Provide Education programs	Waste Generation and disposal	Normal
GHG	Hauling Soil and Landfill Cell Construction	Land Usage	Normal
GHG	Operation of equipment	Dust Generations	Normal
GHG	Mowing	Air Emissions	Normal
GHG	Generation of solid waste at facility	Land Usage	Normal
GHG	Operation of equipment	Air Emissions	Normal
GHG	Idling vehicles at operations site	Air Emissions	Normal
GHG	Operation of equipment	Use of Materials	Normal
GHG	Bulking of HHM materials	Air Emissions	Normal
HHW	HHW	Provide the HHW service	Normal
HHW	Management of Household Hazardous Waste	Exposure / Injuries	Normal
HHW	Transportation of HHW	Spills	Abnormal
HHW	HHW Spill Clean Up	Exposure / Injuries	Abnormal
HHW	HHW Spill Clean Up	Spill Clean Up	Abnormal

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HHW	HHW	Waste generation and disposal	Normal
HHW	Management of Household Hazardous Waste	Material Consumption	Normal
Recycling	A oils, antifreeze and batteries recycling program	Recycling in general operations	Normal
Recycling	Internal Operations Recycling	Recycling in general operations	Normal
Recycling	A tire recycling program	Recycling in general operations	Normal
Recycling	Recycling Processing	Recycling in general operations	Normal
Recycling	A scrap metal recycling program	Recycling in general operations	Normal
Recycling	Operations of a Recycling facility	Land usage	Normal
Water Quality	Mowing	Stormwater / Surface Water Discharges	Normal
Water Quality	Fueling and fuel storage	Spills	Abnormal
Water Quality	Managing leachate waters	Spills	Abnormal
Water Quality	Oil, Oil Filters and Antifreeze Recycling	Spills	Abnormal
Water Quality	Maintenance on equipment	Stormwater / Surface Water Discharges	Normal
Water Quality	General Landfill Operations	Stormwater / Surface Water Discharges	Normal
Water Quality	Washing equipment	Water Consumption	Normal
Water Quality	Hauling of Leachate	Wastewater Generation and discharge	Normal

Water Quality	Operating and Maintenance on equipment	Spills	Abnormal
Operations	Operating and Maintaining Equipment	Exposure / Injuries	Normal
Operations	Operating and Maintaining Equipment	Exposure / Injuries	Abnormal
Operations	Recycling activities - receiving, sorting, baling, storing, shipping	Exposure / Injuries	Abnormal
Operations	Balefill activities - receiving, sorting, baling, transfer	Exposure / Injuries	Abnormal
Operations	Administrative Activities	Waste Generation and disposal	Normal
Operations	Managing garbage from general operations	Waste Generation and disposal	Normal
Operations	Picking up litter	Waste Generation and disposal	Normal
Operations	General Operations	Water Consumption	Normal
Operations	Fueling of Equipment	Exposure / Injuries	Abnormal

soil erosion

(scoring used based on Scott County template)

EMS Impact Positive / Negative	Impact Positive/ Negative	Scoring	Scoring		Regulated	Scoring		Scoring	Scoring	Scoring	Scoring	Scoring	Scoring	Scoring	Scoring	Scoring	Total
			Impact to Natural Resources	Impact to Human Health		Frequency	Outreach										
Reduction in landfill space / toxicity	P	5	5	5		5	5	5	5	5	5	5	5	5	5	5	30
Reduction in landfill space	P	1	5	3		3	3	3	5	5	5	5	5	5	5	5	22
Aesthetics and community environment	N	5	3	1		5	5	3	5	3	5	5	5	5	5	5	22
Degradation of air quality	N	5	3	3		5	5	3	5	3	5	3	3	3	1	1	20
Degradation of air quality	N	1	3	3		3	3	3	3	3	3	3	3	3	5	5	18
Aesthetics and community environment	N	5	1	1		5	5	1	5	1	5	1	1	1	1	1	14
Degradation of air quality	N	1	3	1		1	5	3	5	1	5	1	1	1	1	1	12
Degradation of air quality	N	1	3	1		1	5	3	5	1	5	1	1	1	1	1	12
Use of natural resources	N	1	3	1		1	5	3	5	1	5	1	1	1	1	1	12
Degradation of air quality	N	1	3	1		1	3	3	3	1	3	1	1	1	1	1	10
Reduction in landfill space/toxicity	P	5	5	5		5	5	5	5	5	5	5	5	5	5	5	30
Degradation of worker health	N	5	1	3		5	3	1	3	3	3	1	5	5	5	5	18
Degradation of soil and water	N	5	5	3		5	1	5	1	3	3	5	5	5	1	1	20
Degradation of worker health	N	5	3	3		5	3	1	3	3	3	5	5	5	1	1	18
Degradation of soil and water	N	5	3	3		5	3	1	3	3	3	5	5	5	1	1	18

Use of Landfill space	N	5	3	1	5	3	1	18
Use of natural resources	N	5	1	1	3	1	1	12
Preservation of landfill space / Conservation of natural resources	P	3	3	3	5	3	5	22
Preservation of landfill space / Conservation of natural resources	P	1	5	1	5	3	5	20
Preservation of landfill space / Conservation of natural resources	P	3	3	1	5	3	5	20
Preservation of landfill space / Conservation of natural resources	P	3	3	1	5	1	5	18
Preservation of landfill space / Conservation of natural resources	P	3	3	1	5	1	5	18
Aesthetics and community environment	N	5	1	1	5	3	1	16
Degradation of water quality	N	5	3	3	3	3	5	22
Degradation of soil and water	N	5	5	3	1	3	1	18
Degradation of soil and water	N	5	5	3	1	3	1	18
Degradation of soil and water	N	5	3	3	3	3	1	18
Degradation of water quality	N	5	3	1	5	1	1	16
Degradation of water quality	N	5	1	1	5	3	1	16
Use of natural resources	N	1	1	1	5	1	1	10
Degradation of water and air quality	N	5	1	1	1	1	1	10

Degradation of soil and water	N	1	3	1	1	1	1	8
Degradation of worker health	N	5	1	3	5	3	1	18
Degradation of worker health	N	5	1	5	1	5	1	18
Degradation of worker health	N	3	1	5	1	3	1	14
Degradation of worker health	N	3	1	5	1	3	1	14
Use of landfill space	N	1	1	1	5	1	1	10
Use of landfill space	N	1	1	1	5	1	1	10
Use of landfill space	N	1	1	1	5	1	1	10
Use of landfill space	N	1	1	1	5	1	1	10
Degradation of worker health	N	3	1	3	1	1	1	10

## Procedure for Identifying Significant Aspects and Impacts

Document Number:	Reviewed By:	EMS Core Team
Issue Date/Effective Date:	Approved By:	Wendy S. Wittrock
Revision Number:	Signature:	

### 1. Purpose

This document describes the procedure for identification of significant environmental aspects for the Cass County Environmental Control Agency activities in order to set Environmental Management System (EMS) objectives and targets

### 2. Scope

This procedure applies to all Cass County Environmental Control Agency employees and contractors when engaged in Cass County Landfill related work activities within the EMS fence line on Cass County Environmental Control Agency owned property.

### 3. Responsibilities

- a. The Environmental Management Representative (EMR), or their designee is responsible for :
  - Determining and documenting aspects and impacts of the Cass County Environmental Control Agency and contractor activities
  - Developing significant aspect criteria.
  - Applying the significant aspect criteria to activities within the EMS fenceline.
  - Developing a list of significant aspects.
  - Updating significant aspects in the Environmental Management Information System (EMIS).
  - Identifying and documenting the significance threshold for aspects in the EMIS.
- b. The EMS Core Team is responsible for reviewing the significant environmental aspects.
- c. The manager is responsible for the following:
  - Communicating activities and providing updates when activities are changed or modified.
  - Assisting the core team with the development in aspects and impacts for process improvement.
  - Notifying the core team in the event of a change in processes or activities, which may or impact the EMS program at the facility.
  - Reviewing changes of activity, aspects, and significant aspects in the EMIS.
  - Communicating significant environmental impacts to those persons working on behalf of the Cass County Environmental Control Agency, in contract documents.

## 4. Procedure

### a. Identification of Aspects and Impacts

The aspects are identified by category and if necessary, by each activity. These aspects are reviewed for their associated impacts. The aspects and impacts are documented and are submitted to the EMS Core Team for review.

### b. Significant Aspects Scoring Criteria

Each aspect and impact is ranked in six categories: Regulated, Impact to Natural Resources, Impact to Human Health, Frequency, Outreach and HF2570. In each category, a number will be assigned from one to five; five being the most significant. These numbers will be combined for each aspect and impact. The EMS Core Team then decides on the number that represents significance and records the decision. This number is set by a discussion with the Manager and Core Team.

### c. New Projects or Changes to Existing Activities

As new projects arise the Core Team will review the project / activity to determine the environmental footprint of the new project. If changes are made to existing activities within the EMS fence line the aspects and impacts associated with the activity shall be reviewed and the aspect value will be revised if necessary.

### d. Updates to Significant Aspects

As the EMS progresses, additional information is collected and objectives and targets are met, the significance criteria ranking will change. Therefore, as necessary, the EMS Manager shall update the impacts list with approval from the EMS Core Team.

## 5. References

Grading criteria is similar to that developed by Scott County. (Regualted + Impact to Natural Resources + Impact to Human Health + Frequency + Outreach + HF2570)



## Impacts Criteria Rating

Significance Criteria	General Definition	Score of 1	Score of 3	Score of 5
<b>Regulated</b>	Degree to which the environmental aspect is subject to federal, state and local regulations. Also includes company policies and other restrictions where applicable.	Not regulated	Subject to permit conditions or best management practices.	Strictly regulated.
<b>Impact to Natural Resources</b>	Size, volume or magnitude of impact to soil, surface water, stormwater, groundwater, water or air quality.	Low to no potential for release to environment or potential impact of release.	Potential for release with minimal to no impact.	High potential for release with significant impact.
<b>Impact to Human Health</b>	Is there an impact to worker health? Possibility of occurrence of environmental impact, number of times it occurs and/or duration of impact.	Low to no potential for exposure to injury.	Potential for exposure with minimal to no impact.	High potential for exposure.
<b>Frequency</b>	Actual or potential concern or perceptions of community, media and other stakeholders.	Rarely (once every few years).	Regularly (several times a year).	High Frequency (several times per week/continuous).
<b>Outreach</b>	Is the activity required by Iowa HF2570?	No to low potential for impact to the community. Not required for Iowa HF2570.	Some potential for community impact.	High potential for impact to the community.
<b>HF2570</b>				Required by Iowa HF2570.

<b>Cass County Environmental Control Agency</b>				
<b>Cass County Landfill &amp; Recycling Center</b>			Updated - October 2010	
Legal and Other Requirements Review			(this copy is a work in process )	
Environmental Management Systems				
<b>Responsibility - Operations Manager / Environmental Management Representative</b>				
Regulations	Descriptions	Agency	Information Location	Review Frequency
<b>Federal Regulations</b>				
<b>Title 40 Protection of Environment</b>				
40 CFR 50	National Primary and Secondary Ambient Air Quality Standards	USEPA	<a href="http://www.gpoaccess.gov/cfr/index.html">www.gpoaccess.gov/cfr/index.html</a>	Semi-Annual
40 CFR 51.156	Review of New Sources and Modifications	USEPA	<a href="http://www.gpoaccess.gov/cfr/index.html">www.gpoaccess.gov/cfr/index.html</a>	Semi-Annual
40 CFR 98.340	Mandatory Green House Gas Reporting Rule		<a href="http://www.epa.gov/climatechange/emissions/ghg_infosheets.html">www.epa.gov/climatechange/emissions/ghg_infosheets.html</a>	Semi-Annual
40 CFR 61	National Emission Standards for Hazardous Air Pollutants for Source Categories	USEPA	<a href="http://www.gpoaccess.gov/cfr/index.html">www.gpoaccess.gov/cfr/index.html</a>	Semi-Annual
40 CFR 258 Subtitle D	Municipal Solid Waste Landfill Criteria	USEPA	<a href="http://www.gpoaccess.gov/cfr/index.html">www.gpoaccess.gov/cfr/index.html</a>	Semi-Annual
40 CFR 260	Management of hazardous waste	USEPA	<a href="http://www.gpoaccess.gov/cfr/index.html">www.gpoaccess.gov/cfr/index.html</a>	Semi-Annual
General Permit	Stormwater Discharge		Internal Filing - EMS	Semi-Annual
US Code Clean Water Act (Title 33 Chapter 26)	Restoration and maintenance of nation's waters		<a href="http://www.gpoaccess.gov/cfr/index.html">www.gpoaccess.gov/cfr/index.html</a>	Semi-Annual
SWPPP	Stormwater Pollution Prevention Plan	USEPA		Semi-Annual
CWA 404 permit	Wetlands Permit			Semi-Annual

Attachment

D1

Title V Operating Permit	Identifies all federally enforceable Requirements Regarding Air Pollution		Internal Filing - EMS	Semi-Annual
CFR Title 49	Federal Transportation Regulations			
49 CFR 171	General Information, Regulations and Definitions		<a href="http://www.gpoaccess.gov/cfr/index.html">www.gpoaccess.gov/cfr/index.html</a>	Semi-Annual
49 CFR 172	Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information and Training Requirements			
49 CFR 173	Shippers General Requirements for Shipments and Packaging			
49 CFR 177	Carriage by Public Highway			
49 CFR 178	Specifications for Packaging			
OSHA	Occupational Safety Health Administration		<a href="http://www.osha.gov">www.osha.gov</a>	Semi-Annual
29 CFR 1910	OSHA Safety and Health Standards			
29 CFR 1903.2	Inspections, citations, penalties, rights			
29 CFR 1904.32	Recordkeeping of injuries and illness			
29 CFR 1910.22	Housekeeping, walking & working surfaces			
29 CFR 1910.25	Portable Wood Ladders			
29 CFR 1910.26	Portable Metal Ladders			
29 CFR 1910.38	Emergency Action Plans			
29 CFR 1910.95	Occupational Noise Exposure			
29 CFR 1910.101	Compressed Gases			
29 CFR 1910.102	Acetylene			
29 CFR 1910.103	Hydrogen			
29 CFR 1910.104	Oxygen			
29 CFR 1910.105	Nitrous Oxide			
29 CFR 1910.106	Flammable & Combustible Liquids			
29 CFR 1910.110	Storage & Handling - LP Gases			
29 CFR 1910.120	HAZWOPER			

29 CFR 1910.132	Personal Protective Equipment General Requirements			
29 CFR 1910.133	Eye and Face Protection			
29 CFR 1910.134	Respiratory Protection			
29 CFR 1910.136	Foot Protection			
29 CFR 1910.146	Permit Required Confined Spaces			
29 CFR 1910.147	Control of Hazardous Energy (Lockout Tagout)			
29 CFR 1910.151	Medical Services and First Aid			
29 CFR 1910.157	Portable Fire Extinguishers			
29 CFR 1910.212	General Requirements for All Machines			
29 CFR 1910.242-.244	Hand & Portable Power Tools			
29 CFR 1910.332	Training			
29 CFR 1910.334	Use of Equipment			
29 CFR 1910.335	Safeguards for Personal Protection			
29 CFR 1910.1001	Asbestos			
29 CFR 1910.1030	Bloodborne Pathogens			
29 CFR 1910.1200	Hazard Communication			
State Regulations				
			<a href="http://www.legis.state.ia.us/iac.html">www.legis.state.ia.us/iac.html</a>	
567 IAC 100 (455B)	Scope of Title - Definitions - forms - Rules of Practice	IDNR	Chapter 100	Semi-Annual
567 IAC 101 (455B)	Solid Waste Comprehensive Planning	IDNR	Chapter 101	Semi-Annual
567 IAC 102 (455B)	Permits	IDNR	Chapter 102	Semi-Annual
567 IAC 103 (455B)	Sanitary Landfills	IDNR	Chapter 103	Semi-Annual
567 IAC 104 (455B)	Sanitary Disposal Projects with Processing Facilities	IDNR	Chapter 104	Semi-Annual
567 IAC 109 (455B)	Special Waste Authorizations	IDNR	Chapter 109	Semi-Annual
567 IAC 110 (455B)	Design, Construction, and Operations Standards for Facilities	IDNR	Chapter 110	Semi-Annual

567 IAC 111 (455B)	Financial Assurance Requirements for Municipal Solid Waste Facilities	IDNR	Chapter 111	Semi-Annual
567 IAC 113 (455B)	Sanitary Landfills: Municipal Solid Waste	IDNR	Chapter 113	Semi-Annual
567 IAC 114 (455B)	Sanitary Landfills: Construction and Demolition Wastes	IDNR	Chapter 114	Semi-Annual
567 IAC 117 (455B)	Waste Tire Management	IDNR	Chapter 117	Semi-Annual
567 IAC 118 (455B)	Discarded Appliance Demanufacturing	IDNR	Chapter 118	Semi-Annual
567 IAC 119 (455B)	Waste Oil	IDNR	Chapter 119	Semi-Annual
567 IAC 123 (455B)	Regional Collection Centers and Mobile Unit Collection and Consolidation Centers	IDNR	Chapter 123	Semi-Annual
567 IAC 211 (455B)	Grants for Regional Collection Centers of CESQG's and HHW Waste	IDNR	Chapter 211	Semi-Annual
567 IAC 214 (455B)	Household Hazardous Materials Program	IDNR	Chapter 214	Semi-Annual
HF 2570	Solid Waste Environmental Management Systems	IDNR	<a href="http://www.legis.state.ia.us">http://www.legis.state.ia.us</a>	Semi-Annual
IOSHA	Iowa Occupational Safety and Health Enforcement		<a href="http://www.iowaworkforce.org/labor/iosh">www.iowaworkforce.org/labor/iosh</a>	Semi-Annual
HMM & Ewaste Operational Reports	reports to IDNR regarding hhw and ewaste	IDNR	<a href="http://www.iowadnr.org">www.iowadnr.org</a>	quarterly and semiannual
County Regulations				
Cass County , Iowa zoning; conditional use	Allows landfill in Cass County, Iowa	Cass County Zoning	<a href="http://www.casscountyiowa.us">www.casscountyiowa.us</a>	Semi-Annual
Site Specific Regulations				
Solid Waste Facility Permit	Permit from state to operate solid waste facility	IDNR	Permit Renewal Barker Lemar Feb 2010	Every 3 Years

NPDES storm water permit	Permit from state to allow storm water runoff			Semi-Annual
Iowa Code 215 Weights and Measures	license for Mettler Toledo Scale	IDA&LS		Semi-Annual
Fire Extinguisher Maintenance Inspection	local maintenance review of fire extinguishers			Semi-Annual

## Procedure for Legal and Other Requirements

Document Number:	Reviewed By:	EMS Core Team
Issue Date/Effective Date:	Approved By:	Wendy S. Wittrock
Revision Number:	Signature:	

### 1. Purpose

- 1.1 The purpose of this procedure is to ensure that the Cass County Environmental Control Agency accesses and tracks laws and regulations that apply to its operations.

### 2. Scope

- 2.1 This procedure covers laws, regulations, and other requirements established at the federal, state and local levels that apply to the operations of the Cass County Environmental Control Agency facilities.

### 3. Responsibility and Authority

- 3.1 The Manager will bear responsibility for tracking environmental laws and regulations pertinent to the operation.
- 3.2 The Manager will disseminate information regarding any changes in regulations that could affect operations to the staff.

### 4. Procedure

#### General

The permitting and other legal requirements applicable to the Cass County Environmental Control Agency facility operations are determined and routinely monitored by the Manager. Applicable legal and other requirements are documented in facility-specific operating permit inspection checklists and facility-specific compliance checklists.

- 4.1 The Manager is responsible for auditing the regulatory compliance status twice per year, and providing copies of inspection check sheets to the Environmental Board with comments. Follow-up evaluations of regulated status will occur on a bi-annual basis, or will occur sooner if changes in the applicable laws and regulations are identified or significant changes in the operations of the Cass County Landfill occur.
- 4.2 The Manager is responsible for tracking applicable environmental laws and regulations and identifying those related to the operations of the Cass County Landfill. The manager will employ a variety of techniques and information sources to regularly track, identify and evaluate applicable laws and regulations. These include, but are not limited to:
- Federal government's Federal Register;

- Commercial services and databases;
- Internet and Cass County Environmental Control Agency websites;
- The City Attorney's office;
- Information made available and provided by trade associations and membership organizations;
- Communications with federal, state and local regulatory agencies and authorities.

4.3 The Manager monitors these information sources on a regular basis (i.e. at least quarterly) to ensure that new regulations and issues are identified in a timely manner.

4.4 As necessary, "off site" resources (i.e. consultants and attorneys) may be called upon to assist in evaluating applicable laws and regulations or in developing programs in response to applicable laws and regulations. Where off-site resources are used for this purpose, the Manager is responsible for coordinating the effort with the appropriate staff.

4.5 The Manager disseminates information on applicable laws and regulations (and the adherent potential impacts of the activities, processes and operations conducted by that operation) to appropriate personnel. The determination of which personnel must be informed and the method for providing the information is at the discretion of the Manager, based upon the circumstances of each situation.

4.6 The Manager compiles and maintains copies of significant applicable environmental laws and regulations. Where copies of such laws and regulations are not maintained at the staff offices, the Manager will ensure that ready access is available from other sources.

4.7 If periodic site audits (i.e., planned environmental inspections, general environmental compliance audits) or management reviews indicate or identify additional laws and regulations that must be tracked and evaluated, the Manager ensures that these activities take place.

4.8 The Manager will ensure that appropriate changes are developed and implemented in cases where new environmental regulations, Division environmental policies and/or industry standards could affect the continued performance of the environmental management system.

5. **References & Records** Cross-reference any summary listings of legal requirements or other registries, etc.

w. / Environmental Aspects

w./ Objectives and Targets

w./ Monitoring and Measurement

#### **History**

9/10/10 Removed all reference to ISO 14001 from document after internal audit review. WSW



# **Cass County Environmental Control Agency Environmental Management System (EMS) Pilot Projects Objectives and Targets**

YARDWASTE										
Objective	Target	Metric	Yard Waste	Water Quality	GHG Emissions	Recycling Services	HHW	Envir Educ	Other	

1 Residential composting education campaign X

Provide a mobile chipper to the planning area yard waste X

2 sites (based on Funding availability) X

Establish a Yard Waste Management Program for the X

3 planning area X

Action Plan	Deadline	Responsibility
1a prepare a multi-media campaign regarding residential composting	10/1/2010	Brandi
2a purchase a mobile chipper for planning area yard waste sites	12/30/2010	Wendy
2b train individuals to operate chipper for rotation through the planning area	12/30/2010	staff
3a contact each member city to record current yard waste management practices.	6/30/2011	Wendy

Attachment E1-182

HOUSEHOLD HAZARDOUS										
Objective	Target	Metric	Yard Waste	Water Quality	GHG Emissions	Recycling Services	HHW	Envir Educ	Other	

- 1 Educate remaining staff to prepare for mobile HHW events in the planning area
- all F/T staff trained F/t staff X
- 2 Conduct mobile HHW events in planning area
- 3 mobile events by October 2010 lbs of HHW collected X
- increase use of less toxic cleaning materials within 3 fence line
- use 50% more environmentally friendly products by Dec 2011 number of products used X

Action Plan	Deadline	Responsibility
-------------	----------	----------------

- 1a Enroll 2 remaining staff members in the 24 hour OSHA Hazmat course
- 6/1/2010 Brandi
- 1b
- 2a Advertise and conduct 3 mobile hhw events at areas in the planning area
- 10/30/2010 staff
- 3a identify alternative products
- 12/30/2011 Brandi

<b>WATER QUALITY</b>									
Objective	Target	Metric	Yard Waste	Water Quality	GHG Emissions	Recycling Services	HHW	Envir	Other

- 1 Sponsor NRCS or SCS program      sponsor 1 program by Oct 2010      people educated      X      X
- 2 increase awareness on illegal dumping and littering      sponsor 2 events by Dec 2011      # of events held      X
- 3 minimize the landfill's impact on water quality      reduce acres disturbed by 2012      acres disturbed      X      X
- 4 River Clean Up Project      xx portion of xxx River by 2012      volume of debris collected

Action Plan	Deadline	Responsibility
-------------	----------	----------------

- 1a contact the NRCS and SCS and plan to sponsor water quality programs      10/1/2010      Wendy
- 2a sponsor events related to illegal dumping and littering      12/20/2011      Wendy
- 3a review possible stormwater controls to reduce erosion      12/30/2012      Wendy
- 4a Plan and prepare for a river clean up project      9/30/2012      Wendy

GREENHOUSE GAS											
Objective	Target	Metric	Yard Waste	Water Quality	GHG Emissions	Recycling Services	HHW	Envir	Other		

Determine Mandatory Greenhouse Gas Reporting Rule  
1 compliance  
determination by October 2010  
metric tons of CO2 X

Establish a baseline for Greenhouse Gas Emissions for Cass County facilities within the fenceline (based on 2 funding availability)  
determination by June 2011  
metric tons of CO2 X

Action Plan	Deadline	Responsibility
-------------	----------	----------------

1a consult with an engineering firm for determination  
9/30/2010 Wendy

hire a consultant to establish a carbon credits baseline or compile data to be used in GHG program (joint contract w/pilots)?  
6/30/2011 Wendy

RECYCLING SERVICES									
Objective	Target	Metric	Yard Waste	Water Quality	GHG Emissions	Recycling Services	HHW	Envir	Other

1 Reduce waste by supplying multiresidential facilities with recycle bins

increase by 5% yearly

tons of recyclables collected

decrease waste by

Provide mobile recycling collection trailer for community

5% from events

2 events

tons of recyclables collected

X

X

X

Action Plan	Deadline	Responsibility
-------------	----------	----------------

1a purchase 4 recycle boxes for placement at multi-residential facilities

6/30/2010

Wendy

2a Conduct research on equipment and purchase a mobile recycling trailer

12/30/2011

Wendy

ENVIRONMENTAL EDUCATION											
Objective	Target	Metric	Yard Waste	Water Quality	GHG Emissions	Recycling Services	HHW	Envir	Other		

1 Web page  
Increase viewings by 5% yearly.  
counter on web page

2 Environmental Compliance Calendar (based on funding availability)  
meet compliance dates

3 Environmental educational field trips to landfill and recycling center  
2 school trips yearly  
students on trips

Action Plan	Deadline	Responsibility
-------------	----------	----------------

contract with web page designer to prepare updated web page to include programs offered by the CCECA and define EMS

1a 5/30/2010 Wendy / Brandi

implement a tracking system for ensuring compliance with environmental, health and safety regulations (based on Funding Availability)

2a 12/30/2010 Wendy

3a Establish relationships with area schools and provide education opportunities on field trips

7/30/2012 Wendy / Brandi

## Roles, Responsibilities and Authorities Cass County Environmental Control Agency EMS Responsibilities Related to the Environmental Management System

Document Number:	Reviewed By:	EMS Core Team
Issue Date/Effective Date:	Approved By:	Wendy S. Wittrock
Revision Number:	Signature:	

### **EMR – Environmental Management Representative**

Shall train the members of the EMS team on the EMS policy, procedures related to their activities and maintain documentation of training.

Shall maintain a hard master copy of the EMS manual and controlled documentation as well as an electronic form of these documents. Will also maintain a record of external distribution of EMS related documentation and an obsolete copy.

Shall maintain an EMS manual and a record of external distribution of EMS related documentation.

Shall be responsible for making revisions to any EMS related documentation and updating all copies.

Shall report on corrective action reports, audit findings, monitoring and measuring data, external communications, and progress on the objectives and targets at least quarterly to the Board.

Provide oversight and review of the implementation of the EMS program.

Review of the Objectives/Targets and programs established in the EMS during the budget development process.

Allocation of resources essential to the implementation and management of the EMS. These resources include human resources and specialized skills, technology and financial resources.

Shall conduct all regulatory reporting as required.

Shall assist with regulatory compliance audits as necessary.

Shall review and approve objectives and targets during budget development process.

Shall maintain documentation of relevant external communications related to environmental issues.

Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.

Shall sign off for approval and/or assignment of corrective actions on corrective / preventative action reports.

### **EMS Core Team**

Shall act as an advisory group to assist in the administration and operation of the EMS.

### **Environmental Board**

Approval of the initial EMS policy and any subsequent modifications of the EMS Policy.

Allocation of budgetary resources essential to the EMS.

### **Staff**

Shall report any problems, potential problems, and/or non-compliant events to the Operations Manager.



## Roles and Responsibility Matrix

### Cass County Environmental Control Agency EMS

Document Number: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Revision Number: \_\_\_\_\_

EMS Activity		Job Title				
		Environmental Management	EMS Core Team		Board	Staff
		Representative (EMR) EMS Project Manager				Employees
L = Lead	S=Support					
Environmental Management Communication		L	S	S	S	
Identify and Track Environmental Aspects and Impacts		L	S	S	S	
Tracking/Analyzing New Regulations		L				S
Permit Management		L				
Comply with Regulatory Requirements		L	S		S	S
Establish Environmental Objectives and Targets		L	S		S	
Track Environmental objectives, Targets and Action Plan		L	S			
Integrate EMS Practices into Hiring & Performance Assessment Practices		L		S		
Conform to EMS Requirements		L	S	S	S	S
Develop Budget for EMS		L	S	S		
Train Employees		L	S	S	S	
Communicating with External Interested Parties		L	S	S		
Communicate Environmental Expectations with Contractors		L	S	S		
Maintain EMS Procedures		L	S			
EMS Awareness Activities		L	S		S	
Maintain Operational Controls		L	S	S		
Maintain Equipment/Tools to Reduce/ Control Environmental Impact		L	S		S	
Coordinate Emergency Preparedness and Response Efforts		L			S	
Monitoring and Measurement		L	S			



<b>Compliance Assessments / Inspections</b>	L	S	S
<b>Manage Nonconformances</b>	L	S	S
<b>Maintain EMS Records</b>	L	S	
<b>EMS Assessment</b>	L	S	
<b>Coordinate EMS Management Review</b>	L	S	S

## Training and Awareness Procedure Cass County Environmental Control Agency Environmental Management System (EMS)

Document Number:	Reviewed By:	EMS Core Team
Issue Date/Effective Date:	Approved By:	Wendy S. Wittrock
Revision Number:	Signature:	

### 1.0 Policy

Educate employees on the EMS environmental policies and motivate and encourage employees to practice environmental stewardship by raising awareness and sensitivity to environmental issues through Agency policies, regulations, training, and interactive dialogue.

### 2.0 Purpose

This procedure establishes a process for identifying and implementing environmental training requirements for Agency employees.

### 3.0 Scope

This procedure addresses operations and activities that can have a significant impact on the environment, and applies to Agency employees engaged in Agency related work activities within the Environmental Management System (EMS) fenceline.

### 4.0 Responsibility

#### 4.1 Operations Manager is responsible for the following:

- 4.1.1 Identify required training courses by job title/description and assure that scheduled training is completed by affected staff.
- 4.1.2 Notify and require employees to attend environmental training classes.
- 4.1.3 Ensure that the required course training record/sign in sheet is traceable and retained.
- 4.1.4 Ensure that appropriate employees are trained regarding significant aspects that relate to their jobs.
- 4.1.5 Ensure that employees are informed of the legal requirements affecting their jobs.
- 4.1.6 Ensure that employees are informed regarding the consequences of deviating from procedures.

### 5.0 Procedures

#### 5.1 Training Needs Assessment

- 5.1.1 Board and Management will meet annually to review the previous years training program, environmental competency and environmental training course list.

#### 5.2 Training Schedule and Notification

- 5.2.1 The management will announce a schedule for training courses and other required courses.

At all training courses/classes, the sign in sheet will be used to document who attended the course. Sign in forms shall include the following information at a minimum:

Course Title  
Training Date  
Training Duration

Trainer's Name  
Employee Name  
Employee Signature

5.2.2 Sign in sheets will be kept in accordance with the Document and Record Management Procedure.

## 6.0 Tiered Training Program

This procedure outlines the training classification of the Agency's EMS tiered training program to ensure the appropriate level of training is provided to Agency employees. These tiers include the following: Regulatory, Environmental Stewardship and EMS training, which are further described below:

### 6.1 Regulatory Training

This training is specifically required by federal, state, and local regulations or is needed to assist in meeting these regulatory regulations.

### 6.2 Environmental Stewardship

These courses are designed to promote environmental awareness and/or assist employees in developing and implementing pollution prevention practices through the Agency. These are opportunities for employees to learn new environmental information which may or may not be directly related to their job.

### 6.3 Environmental Management System (EMS) Training

This training is provided to those employees working within the EMS fenceline. EMS awareness training is provided annually. The scope of the training includes:

- Review of the Agency's environmental policy and commitments,
- Environmental aspects,
- Significant environmental aspects,
- EMS objectives and targets,
- Roles and Responsibilities,
- Proven pollution prevention concepts discussion,
- Potential environmental consequences due to deviations from EMS procedures and or work instructions.

### 6.4 Competency

Environmental Competency is based on a person's knowledge and experience of an operational task and its associated environmental impact.

### 6.5 Training Records

Agency employee's attendance at all training sessions is documented through the sign in sheet. The Agency will have a retention and tracking method for environmental training which is delivered by the responsible parties. The Agency will also maintain records of who has been trained and who needs training.

## 7.0 History

Changes made to this procedure will be documented.

# Monitoring and Measurement Procedure Cass County Environmental Control Agency Environmental Management System (EMS)

Document Number:	Reviewed By:	EMS Core Team
Issue Date/Effective Date:	Approved By:	Wendy S. Wittrock
Revision Number:	Signature:	

## 8.0 Policy

- 8.1 Implementation of programs and procedures with the intent to meet or exceed all applicable environmental laws and regulations.
- 8.2 Continual improvement of our environmental performance which is monitored and measured through proactive environmental management, self assessments and/or third party assessments.

## 9.0 Purpose

This document describes the procedure for monitoring and measuring key environmental performance indicators. The intent of such monitoring and measuring is to track environmental performance, assess implementation and effectiveness of operational controls, and monitor assessments.

## 10.0 Scope

This procedure addresses operations and activities that can have a significant impact on the environment, and applies to the Agency's Environmental Management System (EMS) Core Team members and personnel with monitoring and measurement responsibilities.

## 11.0 Responsibility

The Operations Manager and EMR is responsible for supporting the EMS program and encouraging environmental awareness. The EMR is responsible completing and compiling the data used in the monitoring and measurement.

## 12.0 Procedures

- 12.1 After an objective and target is developed and approved, a plan is created to specify the implementation details. Details are described in the Objectives and Targets Plan.
- 12.2 Performance indicators are assigned to each associated objective and target.
- 12.3 Performance indicators are selected based on proven information pertaining to the objective and target.
- 12.4 As new projects arise or existing activities change, the team will review the projects / activities to determine if new monitoring and measurement requirements are needed and adjust their performance indicators if appropriate.
- 12.5 Performance indicators are tracked over time for quantifying the environmental improvement and / or reductions.
- 12.6 Status of the performance indicators are updated regularly.

## 13.0 History

Changes to this procedure will be noted.

### **Assessment of 2010 Cass County Environmental Control Agency Objectives and Targets**

The Cass County Environmental Control Agency established goals in all six plan component areas for 2010 as established by the Environmental Management System.

**YARD WASTE MANAGEMENT** – Yard waste is handled by member cities in our planning area and has been banned from the Cass County Landfill since 1990. External projects were developed to accomplish objectives in this area. A residential composting education campaign established by our planning area attempted to educate as many residents as possible about composting to make them aware of the alternative to disposal of certain waste. We provided a brochure from ISU Extension with basic facts related to composting. Cass County purchased a portable Vermeer BC1500 brush chipper to provide the cities in Cass County as well as the County and County Conservation an alternative to burning yard waste at their sites.

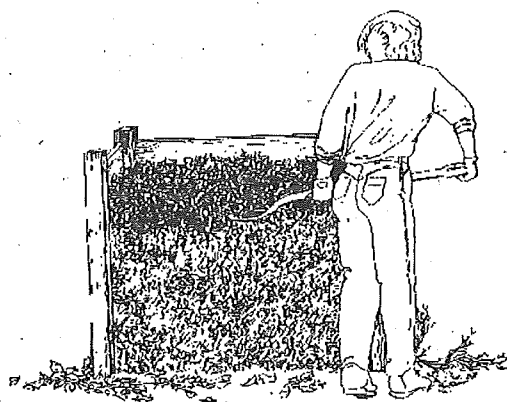
**Goal progress** – Our goal of educating 7500 residents of Cass County on composting was set high as a target for this project. We fell short of this goal by 1000 but feel good that every education opportunity that was available in this timeframe was taken advantage of. A few communities have used the chipper as well as the Cass County Secondary Road Department in projects that resulted in no burning of yardwaste. We would have liked to have seen more participation from member cities but realize that the change over to this type of process has to have some internal controls (yardwaste site changes) for it to be effective in operations on a regular basis. It is our hope that all communities will utilize the chipper in the next year and realize the benefits of this tool. We foresee that the expanded use of the wood chipper will not only positively affect the air quality issues in Cass County but supply the residents with the mulch material necessary to make their composting effective.

**Internal / External factors related to goal performance** - The timing of the availability of the Chipper (due to grant timelines) and the required training that accompanied it restricted some communities from scheduling it during this season. The timing of beginning this project resulted in a lot of yardwaste sites already in existence with co-mingled yardwaste. A productive site would require a yardwaste site to have waste unloaded in specified areas with debris laying in an efficient manner so that handling (labor) for the chipping would not be prohibitive.

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**REIMAN  
GARDENS**  
IOWA STATE UNIVERSITY

# Questions About Composting



**IOWA STATE UNIVERSITY**  
University Extension

# es first reading of sewer rate increase

## Atlantic

ouncil approved the  
ce that will increase  
te will increase from  
harge for usage over  
.25 per thousand gal-  
necessary to pay for

the city's planned \$16 million wastewater treatment plant it  
hopes to have on-line next year. Last year, the council ap-  
proved what is expected to be the first of three rate increases.  
Wednesday was the second of those increases.

Last year's increase boosted the minimum rate from \$12  
to \$22 and officials said this increase was weighted more to  
actual usage.

"The original proposal for the second phase, which is

to begin July 1, was to increase the minimum from \$22 to  
\$42.55," City Administrator Doug Harris said. "We dis-  
cussed the various options and thought really it would be  
more equitable and a more  
of in each case loading all  
mum user to allocate the  
the excess usage over 3,000  
The council will consic  
the ordinance is adopted.

The council also set Jul  
bids for the new sewer plan  
the council's July 22 meetir

Atlantic News Telegraph

## Training begins for new chipper

Chipper ..... From page one

facility received a \$50,000 grant from the Iowa Department  
of Natural Resources to purchase a piece of much-needed  
equipment to share with each community in Cass County.

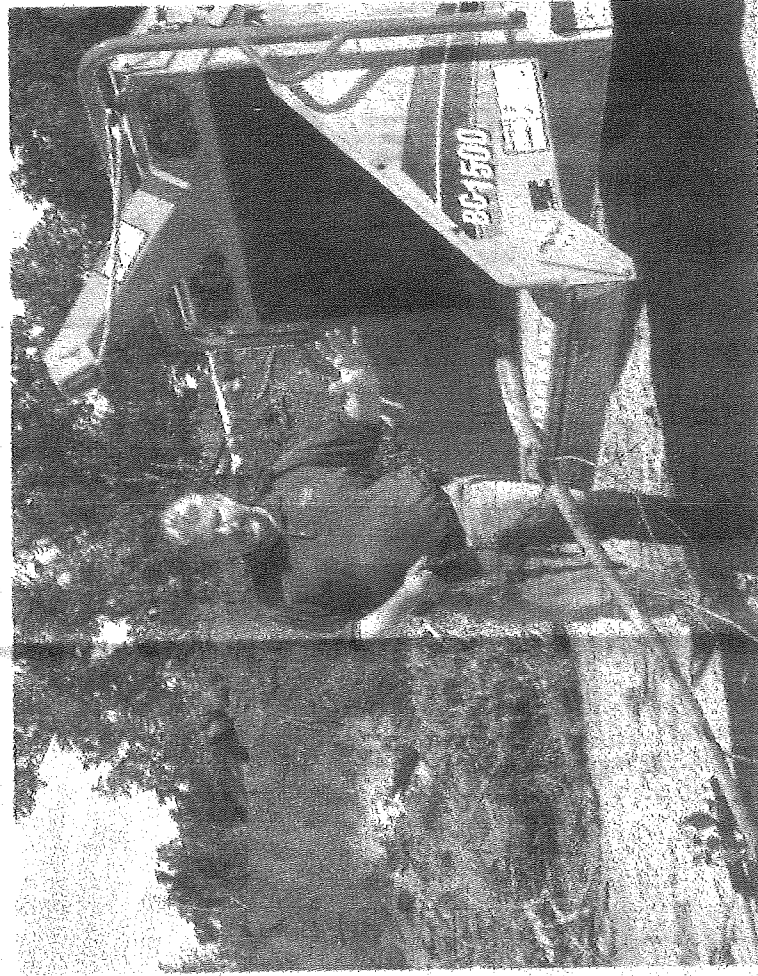
Landfill Director Wendy Whitrock said that the disposal fa-  
cility will have recieved a wood chipper to help dispose of yard  
waste around the county. As part of the Environmental Man-  
agement System pilot program, the landfill is required to fulfill  
continued growth in yard waste disposal and management.

"We do very little with yard waste right now," Whitrock  
said. "This machine will help us grow in that area and fulfill the  
pilot program requirements."

Cass County and towns within the county will have ac-  
cess to use the equipment. Landfill officials will conduct safety  
courses and training for each town and will schedule use of the  
equipment. Whitrock said that each community will be respon-  
sible for supplying fuel and labor to run the equipment, but the  
landfill can help transport the chipper between towns if com-  
munities are unable to do it.

Throughout this week, Vermeer equipment representative  
Don Slycord has been traveling throughout Cass County offer-  
ing safety and operation training for city employees who will  
be using the equipment. Employees in Atlantic were trained  
Thursday morning. The towns in Cass County will share  
the chipper to dispose of yard waste like branches, logs, and  
sticks.

"We're hoping this new equipment gets multiple uses,"  
Whitrock said. "There are so many environmental advantages  
to doing this and we're glad for the opportunity to make a dif-



Dan Slycord of Vermeer Equipment explains the use of  
the new woodchipper to Atlantic city employees Thurs-  
day morning at the city's yard waste disposal site.

Photo by Carleen Bell

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r landfill  
quipment

By Carleen Bell  
NT Staff Writer

CASS COUNTY-  
icials with the Cass  
nty Landfill and cit-  
around Cass County  
an training this week  
se a new wood chip-  
g machine to be used  
und the County.

While participating  
a pilot program for the  
ility, officials with the  
ss County Landfill an-  
unced in April that the

**HAZARDOUS HOUSEHOLD WASTE COLLECTION** – Cass County's goal in this component area was to have the full time staff all educated in Household Hazardous Waste. We sent the 2 full time staff members to school to obtain their 24 hour HAZWOPER certification and allow us to have a full staff with HHW knowledge to better serve our customers. Now all staff is trained in the HHW and can monitor disposal of HHW materials in all aspects of our operation. This knowledge also allows us to provide mobile HHW collection events.

**Goal progress** - The two full time staff (Robert Richert and Jesse Schmitt) attended the 24 hour HAZWOPER course sponsored by HydroKlean which completed the goal of all full time staff educated in HHW. This education has provided these staff members with the general knowledge necessary to monitor waste in all aspects of our operations. Cass County's goal was to conduct 3 mobile HHW events by October 2010 with this manpower during this season. The future will allow us to provide more HHW mobile events because of staffing and assist our satellite HHW centers more fully.

### **Household Hazardous Waste 2010 Mobile Cleanup Events**

It was our goal to facilitate three mobile cleanup events for Household Hazardous Waste in Cass County. Two events were held in conjunction with citywide cleanup days in the towns of Massena and Anita. Our third event consisted of providing assistance with a large estate cleanup. The collection results are as follows:

**MASSENA** – 4/24/2010 11 participants

- 352.6 pounds of hazardous waste was collected

  - 106.1 pounds was packed for proper hazardous waste disposal

  - 115.0 pounds was nonregulated material that was landfilled

  - 78.3 pounds was placed in our swap shop for reuse or used internally

- 53.2 pounds consisted of used oil that was utilized by a local business in their oil burner

**ANITA** – 5/22/2010 6 participants

- 373.4 pounds of hazardous waste was collected

  - 102.0 pounds was packed for proper hazardous waste disposal

  - 117.2 pounds was nonregulated material that was dried and landfilled

  - 49.6 pounds was placed in our swap shop for reuse

- 48.9 pounds consisted of used oil that was utilized by a local business in their oil burner

**ESTATE CLEANUP** - 7/12/2010 We were contacted by the family of someone who had accumulated a very large amount of oil-base and latex paint. They requested our assistance in the proper disposal of the material in preparation for the estate sale.

- 1768.5 pounds of HHW was collected

  - 975.8 pounds was packed for proper hazardous waste disposal

  - 700.0 pounds was nonregulated material that was dried and landfilled

  - 92.7 pounds was placed in our swap shop for reuse

**Internal / External factors related to goal performance** - We feel very positive about our performance in this area but continue to find that some residents in our planning area are still unaware of our program for proper disposal of HHW waste. More environmental education related to HHW will help this factor.



## **Robert Richert**

has completed twenty-four (24) hours of Hazardous Waste Operations and Emergency Response (HAZWOPER) Initial Training, in reference to OSHA 1910.120 and applicable industry good practices.



Hydro-Klean, Inc.  
333 NW 49<sup>th</sup> Place  
Des Moines, IA 50313  
[www.hydro-klean.com](http://www.hydro-klean.com)

**March 23-25, 2010**

*Matt Deutsch*

**Matt Deutsch, CSP, CHMM**

Training does not negate the employer's responsibility to evaluate the employee for proper understanding and applicable job knowledge. While all efforts are made to use current and correct information, Hydro-Klean, Inc. makes no guarantee as to, and assumes no responsibility for, the correctness, sufficiency or completeness of such information or recommendations.

**Jesse Schmitt**

has completed twenty-four (24) hours of Hazardous Waste Operations and Emergency Response (HAZWOPER) Initial Training, in reference to OSHA 1910.120 and applicable industry good practices.



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**WATER QUALITY IMPROVEMENT** – Water Quality is a daily objective in the landfill industry. Therefore, we looked to go external with a project in this category for this year. Our water quality project for EMS was accomplished by partnering with Project AWARE on their river cleanup project that went through Cass County on the Nishnabotna River.

**Goal progress** – Cass County provided labor and equipment (rolloff boxes) to transfer the materials to our facility for disposal or recycling. Members of our staff were on site during the project and assisted Project AWARE officials with removing waste from the streams in our County. A total of 1760 lbs of waste, 3960 lbs of recyclables and 16 lbs of HHW were taken from the Nishnabotna in Cass County during this project. Our future projects will be geared toward illegal dumping measures in hope of reducing debris in our County's streams and rivers as well as countryside.

#### **AWARE River Cleanup – Nishnabotna River – Cass County**

3385# scrap iron

35# aluminum

20# plastic

480# tires

40# glass

1760# trash

16# household hazardous waste

These numbers do not include the scrap metal and tires and rims that the AWARE group kept back for the Williams sculpture.

**Internal / External factors related to goal performance** - Flooding of the Nishnabotna is common in Cass County and contributes to some of the waste and recyclables found in the river. We felt we provided a great service to Project AWARE officials while in our planning area and look forward to working with them in the future. Our goal was to educate people on water quality and the Atlantic News Telegraph ran a front page article and picture of the project AWARE. Circulation of this paper is widespread across southwest Iowa so we believe we provided extensive education to residents of our planning area.

# Project AWARE comes through Cass County

**By Jennifer Nichols**

NT Staff Writer

## **CASS COUNTY**

Project AWARE came to Cass County on Tuesday and Wednesday.

According to a press release about Project AWARE, "Seven years ago, a small but determined cadre of volunteers embarked on the Iowa Department of Natural Resources' fledgling river cleanup event called Project AWARE (A Watershed Awareness River Expedition). Since then, thousands of people have volunteered for the weeklong river cleanup event, trading in luxurious vacations to far-off destinations for mud, sweat, trash, and adventure right here in Iowa. Volunteers participate by paddling down the river in a canoe or kayak and cleaning up river trash along the way, and opportunities for land-based volunteers are also available."

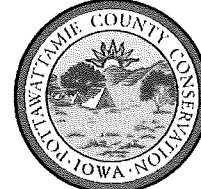
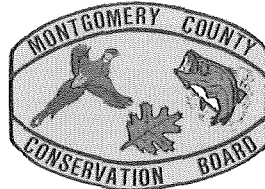
This year's event focused on the West and East Nishnabotna Rivers, and according to Cass County Naturalist Lora Schwendinger, items founds included tires, rims, and a number of appliances, including a deep freezer. Cass County Landfill and Recycling Center Operations Manager Wendy Wittrock said employees were also on the scene taking the garbage as well as items that could be recycled. They are also weighing everything to determine how much came out of the river that could be recycled and how much came out of the river that had to be thrown away.



Volunteers were busy picking up garbage on the Nishnabotna river on Tuesday, as part of Project AWARE (A Watershed Awareness River Expedition), which was a program organized by the Iowa DNR. This year's program focused on the West and East Nishnabotna Rivers in southwest Iowa. The volunteers pulled out a variety of materials, including metal, rubber, and plastic. The canoe and kayak teams worked in pairs to float down the river and pull out whatever they could.

*Photo by Carleen Bell*

# 2010 PROJECT AWARE SPONSORS



IOWA STATE UNIVERSITY  
**Recreation Services**



**SCHILDBERG  
CONSTRUCTION CO.**



IOWA  
FLOOD  
CENTER

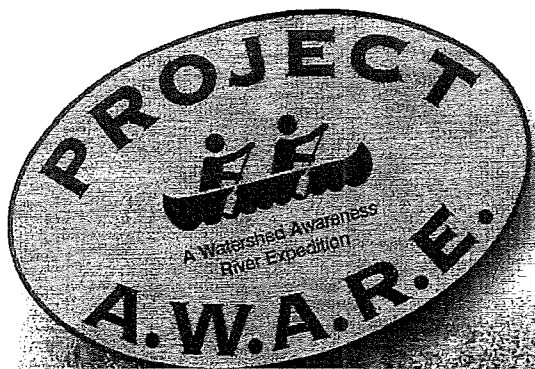


**SILVER STERN SPONSORS:** Alliant Energy Foundation • Cass County Landfill & Recycling Center • Eaton Corporation • Hy-Vee, Inc. • Integrated DNA Technologies • Iowa DNR - Law Enforcement, Boating Safety, and Geological & Water Survey • Iowa Outdoors Magazine • Omaha World-Herald • Porter's Lake Lutheran Center • Pottawattamie Conservation Foundation • Shelby County Conservation Board • Townsend Vision, Inc.

**RIVER RESCUE SPONSORS:** Aero Rental and Party Shoppe • B4 Brands • Barker Lemar Engineering Consultants • Boone County Landfill • Boy Scout Troop 242 • Casey's General Stores, Inc. • Cass County Mormon Trails Association • Cedar Valley Paddlers • Central Iowa Paddlers • Connie Struve • CrawDaddy Outdoors • Des Moines Area Community College • Des Moines Chapter Izaak Walton League • Environmental Advocates • Golden Hills RC&D • Hawkeye Fly Fishing Association • Hitchcock House Advisory Board • Howard & Phyllis Ciha • Humanities Iowa • Iowa Conservation Education Coalition • Iowa Natural Heritage Foundation • Iowa Rivers Revival • Iowa Waste Systems, Inc. • Iowa Whitewater Coalition • Mark Bohner • Marne & Elk Horn Telephone Co. • Metro Waste Authority • MidAmerican Energy Company • Montgomery County Family YMCA • Muscatine Chapter - Izaak Walton League of America • Page County Landfill & Recycling • Prairie Winds RC&D • Rubber Duck Outfitters • Seatasea Watersports Center • Shenandoah Community School District • Snyder & Associates, Inc. • Springbrook Conservation Education Center • Stine Seed Company • Sue Caley • The Dental Practice • The Nature Conservancy • Touch the Earth - University of Iowa Recreational Services • UNI Outdoors • Wilton Steel Processing, Inc.

**LIFE JACKET SPONSORS:** Clipper Windpower • Great Western Bank • Marvin J. Rops • Nishnabotna Valley Rural Electric Cooperative • Stanley Consultants, Inc. • Tom Stamets





# PROJECT AWARE

EXFOLIATING PEDICURES

ORGANIC MUD FACIALS

REJUVENATING HYDROTHERAPY

NO, IT'S NOT A FANCY SPA...

IT'S SAND ON YOUR FEET

MUD ON YOUR CHEEK

CURRENT UNDER YOUR CANOE

**JOIN  
US!**

## Volunteer River Cleanup Nishnabotna River

### July 10-17, 2010

- Weeklong, 100-mile river cleanup on the East & West Nishnabotna Rivers
- Paddle up to 18 river miles per day, loading your boat with trash as you go
- Limited number of canoes available on a first-come, first-served basis
- Daily educational programs & water quality monitoring
- Catered meals (registration fee = cost of meals)
- Tent camping areas provided each night

Registrations must be postmarked by June 25, 2010  
(to avoid a \$10 late fee and to guarantee meals)

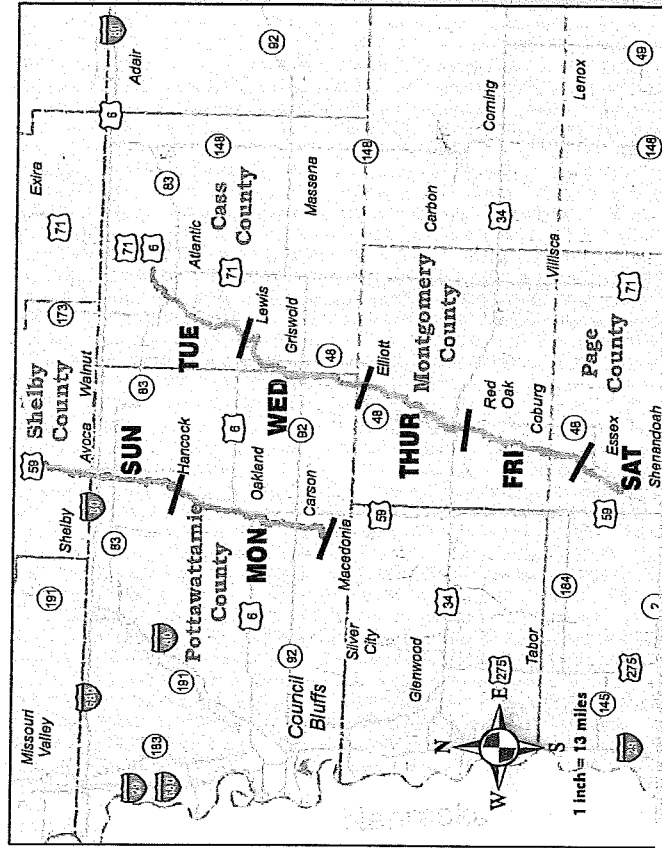
**VOLUNTEER**  
FOR A DAY, A WEEK,  
OR ANYTIME IN BETWEEN.

**IT'S A DIRTY JOB...**

BUT FOR THOSE WITH A TASTE FOR THE FINER THINGS IN LIFE,

THINK OF IT AS A REWARDING TRIP TO THE SPA.

For more information, contact Jackie Gautsch (319) 335-1761  
email: [iowater@iowater.net](mailto:iowater@iowater.net) or visit: [www.iowaprojectaware.com](http://www.iowaprojectaware.com)



**GREENHOUSE GAS REDUCTION** – Cass County Landfill is a small facility and does not emit methane gas. Therefore our goal for GHG during this year was to determine Mandatory Greenhouse Gas Reporting Rule compliance. Our GHG goal was accomplished by contracting with an engineering firm to establish our compliance with GHG reporting as mandated by law.

**Goal progress** – We contracted with Barker Lemar Engineering Services to evaluate and document the landfill's applicability or non-applicability under the GHG Mandatory Greenhouse Gas reporting rule. The calculations indicated that the facility does not exceed the 25000 MT of Co2e annual generation for the 2010 reporting year and the landfill will not be required to report under this rule based on the current disposal rate. Our future in GHG will be working with the new GHG inventory tool that is being provided through the EMS to establish baseline numbers for future projects and our facility.

**Internal / External factors related to goal performance** – The GHG inventory has just been released to us for use. We feel this will be an important tool to establish a baseline to promote new GHG projects.



**BARKER LEMAR**  
ENGINEERING CONSULTANTS

May 20, 2010

Ms. Wendy Wittrock,  
Cass County Environmental Control Agency  
65928 Jackson Road  
Atlantic, Iowa 50022

**RE: Greenhouse Gas Mandatory Reporting Rule Applicability Review  
Cass County Sanitary Landfill  
Permit No. 15-SDP-01-75P  
Atlantic, Iowa  
Project No. CASSC 10003**

Dear Wendy,

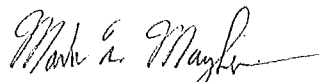
**BARKER LEMAR ENGINEERING CONSULTANTS (BARKER LEMAR)** is submitting this Greenhouse Gas Mandatory Reporting Rule (GHG MRR) Applicability Review for the Cass County Sanitary Landfill (Landfill). Municipal solid waste (MSW) landfills are a listed source category under Subpart A of 40 CFR Part 98 and must report GHG generation and emissions in accordance with the GHG MRR if they accepted waste after January 1, 1980 and generate methane (CH<sub>4</sub>) in amounts equivalent to 25,000 metric tons of carbon dioxide equivalents (CO<sub>2</sub>e) or more per year as determined according to Subpart HH of 40 CFR Part 98.


The attached review contains the GHG calculation of annual CO<sub>2</sub>e emission rate as described in 40 CFR 98.343. The calculations indicate that the landfill does not and is not projected to (with or without leachate recirculation) emit in excess of 25,000 metric tons of CO<sub>2</sub>e annually throughout the currently predicted life of the landfill and, therefore, is not required to report under this rule.

If you have any questions regarding this information, please contact us at (515) 256-8814.

Sincerely,

**BARKER LEMAR ENGINEERING CONSULTANTS**

  
Mark T. Mayhew  
Environmental Scientist

  
Timothy C. Buelow, P.E.  
Principal Engineer

Copies: Addressee  
File

M:\CASSC\10003 - GHG MRR\Documents\CASSC GHG MRR - CL.doc

**GREENHOUSE GAS MANDATORY REPORTING RULE  
APPLICABILITY REVIEW**

**FOR**

**CASS COUNTY SANITARY LANDFILL  
& RECYCLING CENTER  
PERMIT NO. 15-SDP-01-75P**

**ATLANTIC, IOWA**

**SUBMITTAL DATE: MAY 2010**

**PREPARED FOR:  
CASS COUNTY ENVIRONMENTAL CONTROL AGENCY**

**PREPARED BY:  
BARKER LEMAR ENGINEERING CONSULTANTS**

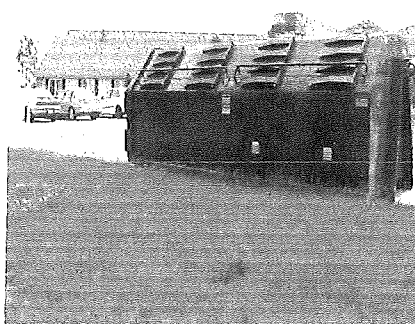
**PROJECT NO. CASSC.10003**

**RECYCLING SERVICES** – Recycling is a daily objective in our planning area and has been since the inception of our program in 1992. As part of our EMS project, Cass County purchased 4 new recycling boxes to provide recycling programs to multi residential facilities in our planning area in the hope of promoting more recycling within their operations.

**Goal progress**– We are establishing a baseline this year with documentation and hope to accomplish a 5% increase in recycling yearly from these operations.

**Internal / External factors related to goal performance** – New programs always take some time to get off the ground. We have seen some growth since the inception of the multi-residential facility recycling programs went into effect. Additional environmental education with these facilities will help grow these programs.

(Atlantic) The Atlantic Nursing and Rehab Center is going green!



Darrin Petty, Maintenance Supervisor is instrumental in implementing a plan with officials from the Cass County Landfill to decrease waste sent to the local landfill by the usage program. Petty says as you can imagine a long-term care facility goes through a large amount of paper and cardboard products. "We are recycling some plastics, newspapers, magazines and cardboard is the biggest thing. We are trying to go add other things to our list too," said Petty.

A recycling bin has been placed at the facility with the goal of decreasing the amount of amount of waste they are sending to the local landfill by the usage of this program.

Tom Robinson

## Wesley Heritage House in Atlantic, Iowa: Retirement Living

Page 1 of 1

**WesleyLife**  
A SPIRIT FOR LIVING

NOW OPEN > **EdgeWater**  
CHECK IT OUT!

Font  
Size:

Heritage House  
Atlantic

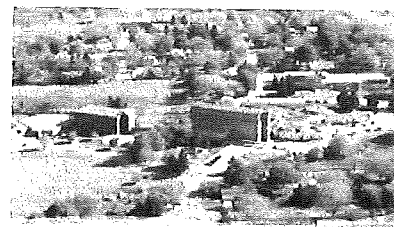
Independent Living  
Assisted Living  
Healthcare & Rehabilitation  
Additional Services  
WesleyLife Mobile Dental  
About Heritage House  
Photo Gallery  
Heritage House Calendar  
Heritage House News  
Charitable Programs  
Volunteer

### Heritage House. A WesleyLife Community in Atlantic, Iowa

*Where good neighbors and a peaceful, yet active, environment truly welcomes you home to Atlantic, Iowa.*

Heritage House offers you the convenience of having everything you need right at your doorstep. Surrounded by residential neighborhoods, places of worship, shopping and schools, Heritage House is a true destination for active living.

Choose from a variety of living options available and know that you'll have neighbors who share your interests and activity level. And, with a menu of on-site amenities to choose from, Heritage House enables you to enjoy your life and remain independent and active.



**Heritage House**  
1200 Brookridge Circle  
Atlantic, IA 50022  
712.243.1850  
Email: [pwood@wesleylife.org](mailto:pwood@wesleylife.org)

click here to  
**REQUEST INFO**

#### Special Features:

- Scenic, multi-acre campus surrounded by residential neighborhood
- Adjacent walking trail
- Fitness center and full-time wellness instructor
- Library
- Beauty/barber shop
- Woodworking shop
- Billiards room
- 24-hour health care is available
- Specialized memory support

#### Testimonial

*"Coming to Heritage House is the best thing I ever did. Heritage House is better than your own home because you don't have to do anything! I strongly recommend Heritage House to anyone. You can get just what you want as far as help, food or what ever you'd want."*

**ENVIRONMENTAL EDUCATION** - The development and population of a new Cass County Landfill website to promote environmental education in our planning area along with our regular educational programs was Cass County EMS goal for this year.

**Goal progress** - This website allows us to follow the use of the website through analytics so that we can evaluate areas of interest to our public. Year end numbers indicate 520 people have accessed our website for information.

**Internal / External factors related to goal performance** - Education on the website address is important and we have used every opportunity to advertise that to the planning area public.

casslandfill@gmail.com | Settings | My Account | Help | Sign Out

Analytics Settings View Reports: [www.casscountylandfill.com](http://www.casscountylandfill.com)My Analytics Accounts: **Cass County Landfill**

Dashboard

Intelligence Beta

Visitors

Export

Email

Advanced Segments: All Visits

Traffic Sources

Content

Goals

## Dashboard

May 1, 2010 - Nov 30, 2010

Custom  
Reporting

## My Customizations

Custom Reports

Advanced Segments

Intelligence Beta

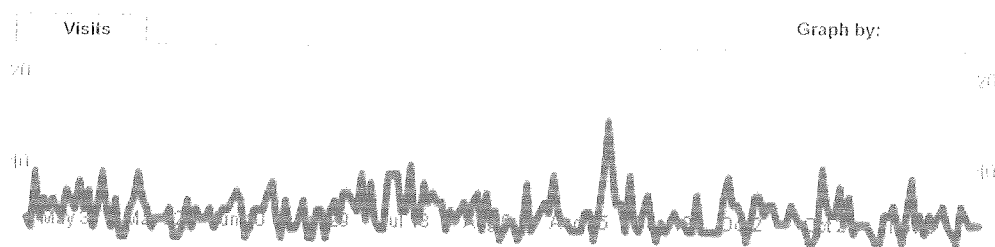
Email

## Help Resources



About this Report

Conversion University

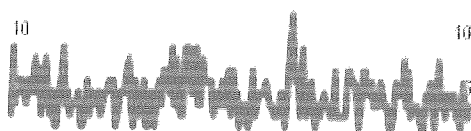
Common Questions



## Site Usage

 **616 Visits** **2,379 Pageviews** **3.86 Pages/Visit** **37.50% Bounce Rate** **00:02:16 Avg. Time on Site** **81.82% % New Visits**

## Visitors Overview

**520 Visitors**

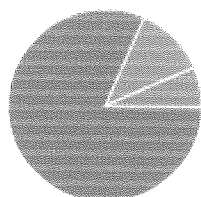
view report

## Map Overlay



view report

## Traffic Sources Overview



## Content Overview

Pages	Pageviews	% Pageviews
/	731	30.73%
/index.php?option=com...	114	4.79%
/index.php?option=com...	107	4.50%
/index.php?option=com...	99	4.16%
/index.php?option=com...	72	3.03%

## Environmental Management System Re-Evaluation and Modification

Document Number:	Reviewed By:	EMS Core Team
Issue Date/Effective Date:	Approved By:	Wendy S. Wittrock
Revision Number:	Signature:	

### 1. Policy

The Policy provides for the implementation of programs and procedures with intent to meet or exceed all applicable environmental laws and regulations. It states the utilization of the environmental management systems, as appropriate for our operations, to provide a framework for systematically reviewing and reducing our environmental footprint.

### 2. Purpose

The purpose of this procedure is to document and develop a primary agenda of issues to be included in the Management Review meeting for evaluating the status of the Cass County Environmental Control Agency Environmental Management System (EMS).

### 3. Responsibility

The Operations Manager / Environmental Management Representative is responsible for scheduling and conducting a minimum of one Management Review Meeting during each 12 month period. The EMR is also responsible for ensuring that the necessary data and other information are collected prior to the meeting.

### 4. Procedure

The Management Review process is intended to provide a forum for discussion and improvement of the EMS and to provide management with a vehicle for making any changes to the EMS necessary to achieve the organization's goals. As a minimum, each Management Review meeting will consider the following:

- 4.1 Results of internal audits and evaluations of compliance with legal requirements and other requirements;
- 4.2 Suitability, adequacy, and effectiveness, of communications from external interested parties, including complaints;
- 4.3 Suitability, adequacy and effectiveness of the Landfill's environmental performance;
- 4.4 Suitability, adequacy and effectiveness of objectives and targets have been meet and advance the six focus areas of the Iowa EMS as found in the Action plan;
- 4.5 Suitability, adequacy and effectiveness of nonconformities, corrective and preventive action plans;
- 4.6 Suitability, adequacy, and effectiveness of training efforts;
- 4.7 Results of any action items from the previous review meetings;
- 4.8 Changes in circumstances or legal or other requirements as it relates to environmental aspects;
- 4.9 Providing direction and recommendations for changes needed to the EMS.

EMS meeting minutes are generated and shall include, at a minimum, the list of attendees, a summary of key issues discussed, and any action items arising from the meeting.

A copy of the meeting minutes is distributed to attendees and any individuals assigned action items. A copy of the meeting minutes shall be retained on file.

5.0 Review



**Summary of 2010 Cass County Environmental Control Agency  
Re-evaluation and Modification**

**Will we keep this goal for the next year?**

**YARD WASTE MANAGEMENT –**

***Residential composting education campaign Goal*** – Yes. Cass County will continue and expand this goal in the next year to include more education related to composting with the residents of Cass County.

***Provide a mobile chipper to the planning area yard waste sites Goal*** – Cass County accomplished this goal as the chipper was available to all external partners even though some did not utilize it. Our future goal related to this project will be to expand the use of this chipper in Cass County by its external partners.

**HAZARDOUS HOUSEHOLD WASTE COLLECTION –**

***Educate remaining staff to prepare for mobile HHW events in the planning area Goal*** – Cass County accomplished this goal of educating the remaining staff but want to take it a step further and do some further education related to HHW internally. Hands on training is critical to staff knowledge of the program.

***Conduct mobile HHW events in planning area Goal*** - Cass County accomplished this goal by having 3 mobile events but will continue to schedule more events with the member communities in the future.

**WATER QUALITY IMPROVEMENT –**

***Sponsor NRCS or SCS program Goal*** - Cass County accomplished this goal when they helped sponsor a water quality project with Project AWARE when they did their river cleanup project on the Nishnabotna in Cass County.

**GREENHOUSE GAS REDUCTION –**

***Determine Mandatory Greenhouse Gas Reporting Rule compliance Goal*** - Cass County accomplished this goal by contracting with Barker Lemar Engineering .

Our future in GHG will be working with the new GHG inventory tool that is being provided through the EMS to establish baseline numbers for future projects and our facility.

**RECYCLING SERVICES –**

***Reduce waste by supplying multi-residential facilities with recycle bins Goal*** - As part of our EMS project, Cass County purchased 4 new recycling boxes to provide recycling programs to multi residential facilities in our planning area in the hope of promoting more recycling within their operations. We will continue this project as a project of this type takes some time to educate staff and personnel at these facilities to be efficient.

**ENVIRONMENTAL EDUCATION –**

***Web page Goal*** - Cass County accomplished this goal by contracting with a contractor to design a new website. We will continue to update the website and encourage people to access it for further information on all aspects of our operation.



## Environmental Management System Pilot Program



Attachment F8

### **CASS COUNTY LANDFILL AND RECYCLING CENTER FIRST ANNUAL INTERNAL EMS AUDIT**

The first annual environmental management system (EMS) internal audit was conducted on September 10, 2010. The audit consisted of a review of all of the Iowa EMS elements within the EMS fenceline. The audit was conducted from 8:00 a.m. to 11:00 a.m. Interviews were conducted with the Environmental Management Representative (EMR), member of the Board, and staff. Documents and some records associated with the EMS were also reviewed.

The following general observations were made during the EMS Audit:

- All employees interviewed with familiar with the EMS.
- Consistent and documented progress is being made on the objectives and targets.
- A book of all the EMS materials was available for review.
- All employees had on a T-shirt with RESPECT, the EMS logo. Board members have worn the RESPECT T-shirt out in the community generating interest in the EMS.
- Posters containing information on RESPECT and the EMS were visible at the facility.
- The facility was extremely clean and free of spills or miscellaneous debris.
- An objective and target related to the use of a chipper has been very successful and is well known by community members.
- Objectives and targets are set to drive improvement over the short and long term.

## Internal EMS Audit Results Form

Scope/Facility: Cass County Landfill and Recycling Center

Auditors: Laura Fiffick and Russell Joyce

Date: September 10, 2010

Iowa EMS Element Number and Description		Audit Results/Findings	
Number	Description	Evidence	Finding(s)
1	Environmental Policy Statement	Reviewed EMS Policy, Interviewed EMR, Board member, and Staff	<b>Commendable: Use of the RESPECT logo was evident through the facility and is used in the community.</b>
2	Environmental Impacts	Reviewed Environmental Impacts List and associated EMS procedure Interviewed EMR, Board Member, and Staff	Finding: Significant impacts have not been documented. OFL: The environmental impacts should be identified with consideration of positive and negative impacts.
3	Legal and Other Requirements	Reviewed legal list and associated EMS procedure. Reviewed filing system for compliance documents. Interviewed EMR.	During the evaluation process, significant impact to the environment are determined." "The organization identifies and evaluates the actual or potential impacts to the environment, whether adverse or beneficial..." "The organization must identify the legal requirements for its operations and facilities,...and worker health and safety regulations..."
4	Objectives and Targets	Reviewed Objectives and Targets Interviewed EMR, Board Member, and Staff	<b>Commendable: OT's have been set that are considered "stretch" goals to set a high level of achievement.</b>

Iowa EMS Element Number and Description		Audit Results/Findings		
Number	Description	Evidence	Finding(s)	Iowa EMS Reference
5	Action Plan	Reviewed Action Plans Interviewed EMR and Board Member	None	
6.	Key Resources and Additional Needs	Reviewed Key Resources Table Interviewed EMR, Board Member and Staff	None	
7	Communication/Training/Awareness	Reviewed Procedure, Training Matrix Interviewed EMR and Staff	<i>Commendable: Cass County has a thorough training program on both environment and safety. During down time, training is conducted. All staff are HAZWOPER trained.</i>	
8	Monitoring and Measurement	Interviewed EMR (NOTE: Minimal records were reviewed)	None	
9	Assessment	As this was the first Assessment, this element was not audited.	NOTE: A draft Assessment procedure was reviewed and will be finalized.	
10	Reevaluation and Modification	As this was the first Assessment, this element was not audited	NOTE: Decisions on the process of documenting findings, root cause, corrective action and management review need to be made by the EMS Core Team.	